

## **STEPS TO SUBMITTING AN APPLICATION TO THE IRB**

Please use this IRB checklist to assist you in completion of your new study application. All IRB applications should be submitted electronically using the IRBNet electronic system: [www.irbnet.org](http://www.irbnet.org). Attach the following required documents and applicable consent forms.

### **Review Research Integrity website**

- ✓ The Research Integrity website contains the following information.  
[www.fau.edu/research/researchint/](http://www.fau.edu/research/researchint/)
  - Frequently Asked Questions (FAQs)
  - Do I Need IRB
  - What to Submit to IRB
  - How to Submit via IRBNet
  - When to Submit to IRB
  - Meeting Schedule
  - HIPAA & Research
  - Mandatory Training
  - Guidance for Researchers
  - External Links

### **Complete Mandatory Training**

- ✓ CITI training for the PI and all key study personnel is the required IRB training. Complete the Social & Behavioral Research Investigators course or Biomedical Research Investigators course. [www.citiprogram.org](http://www.citiprogram.org)
- ✓ FAU Policy: CITI course is valid for 3 years, and training must be renewed by taking the Refresher course.
- ✓ If you completed online course at another institution you can affiliate with FAU. If you forgot your Username or Password they have a link "Forgot Username or Password?"

### **Register IRBNet System**

- ✓ New User Registration is available at [www.irbnet.org](http://www.irbnet.org)
- ✓ You create your own Username and Password
- ✓ All Forms and Templates are available in IRBNet
- ✓ Forms are routinely updated, access in IRBNet
- ✓ Create New Project

## Complete IRB Application

- ✓ List a faculty member as the Principal Investigator.
- ✓ List everyone that will be engaged in conducting the study as Study Personnel.
- ✓ Attach the CITI completion reports for PI and all key study personnel
- ✓ IRB Application (*Form 1*)
- ✓ Research Protocol/Plan (*Choose Appendix form 1a – d, most appropriate*)
- ✓ Recruitment materials (*ads, flyers, email, or phone script, etc., if applicable*)
- ✓ Grant/Contract technical portion (research methodology) (*if applicable, funded studies*)
- ✓ Data Collection Instruments /Questionnaires /Surveys /Interview Questions (*if applicable*)
- ✓ Informed Consent Document(s) (*Choose the consent form/process most appropriate*):  
[http://www.fau.edu/research/researchint/files/human\\_subject\\_consent\\_form.pdf](http://www.fau.edu/research/researchint/files/human_subject_consent_form.pdf)
- ✓ HIPAA Documents (Privacy Rule) (*if applicable*) <http://www.fau.edu/research/researchint/hipaa.php>
- ✓ Translated Consent Document for non-English speaking subjects, and Form 14: Translation Affirmation Form (*if applicable*)
- ✓ Detailed Letters of Cooperation or site agreements (*if applicable*) (*for research involving collaborative sites*)

## Share Project

- ✓ Obtain required signatures electronically **BEFORE** you submit your application.
- ✓ IRB application Assurances and Signatures page indicates which persons must sign the project submission. See Assurance by Principal Investigator, Department Chair, and in some Colleges the College Dean.
- ✓ College of Education also requires Dr. Don Torok signature
- ✓ Department of Medicine also requires Dr. John Newcomer signature.

## Submit Package / IRB Application

Once you submit your application the Research Integrity staff will evaluate your submission for completeness and assign it for review. Allow 4-6 weeks for the IRB review process.

If you have any questions review the Research Integrity, Human Subjects (IRB) web page at: <http://www.fau.edu/research/researchint/index.php>, email [researchintegrity@fau.edu](mailto:researchintegrity@fau.edu), or contact a member from Research Integrity, Division of Research.

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